



KENYATTA UNIVERSITY

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**OPEN NATIONAL TENDER FOR DISPOSAL OF OBSOLETE ITEMS AT
KENYATTA UNIVERSITY MAIN CAMPUS, KITUI CAMPUS,
MOMBASA CAMPUS AND NORTH COAST BEACH HOTEL**

TENDER NO.KU/TNDR/G/032/DOI/ 2025-2026

CLOSING DATE: FRIDAY 19TH JUNE 2026, AT 10.00 AM

INVITATION TO TENDER

PROCURING ENTITY: KENYATTA UNIVERSITY

P.O. Box 43844-00100-NAIROBI

TENDER FOR DISPOSAL OF OBSOLETE ITEMS AT KENYATTA UNIVERSITY MAIN CAMPUS, KITUI CAMPUS, MOMBASA CAMPUS AND NORTH COAST BEACH HOTEL (KIKAMBALA MOMBASA).

1. Kenyatta University invites sealed tenders for disposal of obsolete items
2. Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to interested firms or individuals.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents at **Procurement Department Main Campus** during office hours from **0800 to 1700hours** at the address given below.
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of **KES 1000.00** (One thousand shillings only) payable to:-

Bank Name: National Bank of Kenya

Branch: Ruiru

Account Name: Kenyatta University

Account Number: 0100359150800

Tender documents obtained electronically will be free of charge.

5. Tender documents may be viewed and downloaded for free from the website: <http://www.ku.ac.ke/procurement> and <http://tenders.go.ke> link to GOK tenders websites free of charge. Tenderers who download the tender document must forward their particulars immediately to procurement@ku.ac.ke to facilitate any further clarification or addendum.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before **Friday 19th June 2026 at 10.00 am**. Electronic Tenders **will not** be permitted.
8. **Tenderers will be required to pay in advance a refundable deposit (to be deposited in the account above) and as indicated on page 21**
9. Prices quoted must be net value
10. The tender validity period will be 126 days
11. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
12. Late tenders will be rejected.
13. The addresses referred to above are:

A. **Address for obtaining further information and for purchasing tender documents**

Name of the Procuring Entity: **Kenyatta University**

Physical Address: **Procurement Department, Central Administration Complex. Ground Floor Room No.9**

Address: **P.O. BOX 43844-0100, Nairobi**

Contact person: Head, Procurement Department; Tel: 254-20-8703245;

Email: **procurement@ku.ac.ke**

B. **Address for Submission of Tenders.**

Named of Procuring Entity: **Kenyatta University**

Postal Address: **P.O. BOX 43844-0100, Nairobi** Attention; **Head, Procurement Department**

Physical Address: Physical address for hand Courier Delivery to an office or Tender Box at **Kenyatta University Main Campus, Procurement Department reception at Central administration Complex Building ground floor room No.9**

C. **Address for Opening of Tenders.**

Name of Procuring Entity: **Kenyatta University**

Physical address: **Kenyatta University Main Campus, Central Administration Boardroom**

SECTION I - INSTRUCTIONS TO TENDERERS

1 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 1.2 Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices
- 1.3 The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

- 2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the Procuring Entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2 The Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

3. The Tender Document

- 3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- i) Invitation to tender,
- ii) Instructions to tenderers,
- iii) Schedule of items and prices,
- iv) Conditions of Tender,
- v) Form of tender,
- vi) Confidential Business Questionnaire Form,
- vii) Tender Commitment Declaration Form.

- 2.1 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

4 Clarification of Documents

- 4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring Entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring Entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the Procuring Entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 4.2 Clarification of tenders shall be requested by the tenderer to be received by the Procuring Entity not later than 7 days prior to the deadline for submission of tenders.
- 4.3 The Procuring Entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

5 Amendment of Documents

- 5.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment
- 5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 5.3 In order to allow prospective tenderers reasonable time in which to take the amendment in to account in preparing their tenders, the Procuring Entity, at its discretion, may extend the deadline for the submission of tenders.

6 Tender Prices and Currencies

- 6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the item it proposes to purchase under the contract.
- 6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 6.3 The Price quoted shall be in Kenya Shillings.

7 Tender deposit

- 7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices
- 7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.
- 7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Procuring Entity.
- 7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tender will be required to pay the tender price less the deposit security.
- 7.5 The tender deposit shall be forfeited:
 - a) If a tenderer withdraws its tender during the period of tender validity specified by the Procuring Entity.
 - b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the tender price.

8 Validity of Tenders

- 8.1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring Entity, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 8.2 In exceptional circumstances, the Procuring Entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

9. Viewing of Tender Items

- 9.1 Prospective tenders are advised to view the items to be sold before tendering. This will enable them to

arrive at the most reasonable and competitive tenders. Tenders are based on “AS WHERE IT IS AND THE CONDITION IT IS IN” and the conditions of the items are not guaranteed or warranted by the seller.

10. Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.

- a) Bear the name and address (including telephone number and email) of the Tenderer;
- b) Bear the name and Reference number of the Tender;
- c) Bear the name and address of the Procuring Entity; and
- d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.

10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than:

Friday 9th June 2026 at 10.00 am The Procuring Entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. in which case all rights and obligations of the Procuring Entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

12. Modification of tenders

12.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

12.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders.

12.2 No tender may be modified after the deadline for submission of tenders

13 Withdrawals and tenders

13.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

14 Opening of Tenders

14.1 The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend at **Main Campus, boardroom on Friday 16th June 2026 at 10.00, at 10.00 am** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

14.2 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

14.3 The Procuring Entity will prepare minutes of the tender opening.

Clarification of tenders

15.1 To assist in the examination, evaluation and comparison of tenders the Procuring Entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

14.4 Any effort by the tenderer to influence the Procuring Entity in the Procuring Entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

15 Evaluation and Comparison of Tenders

16.1 The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by the Procuring Entity.

16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

16.3 The Procuring Entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

16.4 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

16 Award Criteria

17.1 The Procuring Entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest tendered price, subject to the reserve price.

17 Notification of Intention to enter into a Contract/Notification of Award

17.3 Prior to the expiration of the period of tender validity, the Procuring Entity will notify the successful tenderer in writing that its tender has been accepted.

17.4 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

18 Canvassing/Contacting the Procuring Entity

18.1 No tenderer shall contact the Procuring Entity on any matter relating to its tender, from the time of

the tender opening to the time the contract is awarded.

18.2 Any effort by a tenderer to influence the Procuring Entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

SECTION II - SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

1. The Procuring Entity will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item and lot. The deposit amount should be indicated by the Procuring Entity.
3. The tenderer shall complete the tender by preparing and completing the Table below, indicating the items tendered for and the prices offered and striking out those not tendered for. The Procuring Entity will complete columns 1-4 and 7 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

SECTION II - SCHEDULE OF ITEMS AND PRICES AT MAIN CAMPUS, KITUI, CAMPUS, MOMBASA CAMPUS NORTH COAST BEACH HOTEL (KIKAMBALA MOMBASA).

MAIN CAMPUS

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
1	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
2	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
3	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
4	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
5	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
6	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
7	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
8	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
9	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
10	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
11	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
12	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
13	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
14	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
15	Used mattresses assorted sizes approx. 100pieces	Lot	1	6,500.00	3,000.00	Used	Graduation Square		
16	Table top cookers (19) number	Lot	1	10,000.00	5,000.00	Used	Graduation Square		
17	Grilled electric coil cooker 80 in number	Lot	1	10,000.00	5,000.00	Used	Graduation Square		
18	Wooden Sofa set (10 seats)	Lot	1	5,000.00	3,000.00	Used	Graduation Square		
19	Wooden Dining tables 3 set	Lot	1	10,000.00	5,000.00	Used	Graduation Square		
20	Wooden beds 3 x 6 (20 in number)	Lot	1	10,000.00	5,000.00	Used	Graduation Square		
21	Choma grill (1pc),meat cutter (1pc),metallic stool (1pc),washing machine (1pc),commercial iron box pony baby(1pc),vacuum cleaner(1pc),microwave (1pc),mini -food display metallic (1pc), one (1 in No) crate of beer all obsolete.	Lot	1	5,000.00	3,000.00	Broken	Graduation Square		

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
22	Wooden dining hall chairs(68pc),ramboo chairs (5pc),ramboo tables (3pc).	Lot	1	6,000.00	3,000.00	Broken	Graduation Square		
23	Assorted broken office chairs (fabric)	Lot	1	5,000.00	3,000.00	Broken	Graduation Square		
24	Metallic caterina chairs broken	Lot	1	5,000.00	3,000.00	Broken	Graduation Square		
25	Commercial photocopier (7pcs) Obsolete	Lot	1	5,000.00	3,000.00	Beyond repair	Graduation Square		
26	Assorted Obsolete LG TVs:- (20” Model 21fs6rg-T3 (16Pcs), 14”Model 15FC2RGE (6Pcs),14” Model 15FG5AB (9Pcs)	Lot	1	2,000.00	1,000.00	Beyond repair	Graduation Square		
29	TV BRACKETS (28 Pieces)	Lot	1	1,000.00	500.00	Working	Graduation Square		
30	Heavy Duty Water Pipes (3" Bend (3PCS), 8"x4" Tee (2PCS),8"X6" Tee (1PC),10" VJ Coupling (2 PCS),8" VJ With Flange (2PCS), 8" X 6" (1PCS), 10" X8" Tee (1PCS), 8"xX 4" Saddle (1PCS) All Obsolete	Lot	1	15,000.00	10,000.00	Working	Graduation Square		
31	Assorted Broken Scrap Metals	Lot	1	2,000.00	1,000.00	Broken	Graduation Square		
32	UPS Batteries Assorted Faulty (28PCS)	Lot	1	3,000.00	1,000.00	Obsolete	Graduation Square		
34	Obsolete LED TVS (8PC) & CCTV Scanners (2Pcs)	Lot	1	1,000.00	500.00	Obsolete	Gradution Square		
35	Assorted Used Vehicle Batteries 25pieces	Lot	1	5,000.00	3,000.00	Obsolete	Gradution Square		

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
36	Used Bath Tab	Lot	1	2,000.00	1,000.00	Obsolete	Gradution Square		
37	Broken Bicycles Old Model (2Pieces)	Lot	1	2,000.00	1,000.00	Obsolete	Gradution Square		
38	Assorted Electrical Fitting (16 Pcs), DSTV Dishes (2Pieces)	Lot	1	1,000.00	500.00	Obsolete	Gradution Square		
39	Assorted Obsolete Linen	Lot	1	1,000.00	500.00	Obsolete	Gradution Square		
40	Assorted broken metallic Office desks	Lot	1	5,000.00	3,000.00	Broken	Gradution Square		
41	Assorted CPU all obsolete (147 pcs)	Lot	1	5,000.00	3,000.00	Obsolete	Gradution Square		
42	Sisco switches (6pcs),power amp (6pcs),micros monitor(1pc),mixer machine (1),scanner G2410 (4pcs)	Lot	1	2,000.00	1,000.00	Obsolete	Gradution Square		
43	Assorted Small Printers (11Pcs), Shredders (2PCS), Lab Equipment (2Pcs), Assorted ribbons	Lot	1	2,000.00	1,000.00	Obsolete	Gradution Square		
44	Assorted Broken Wooden Office Desks and Shelves	Lot	1	3,000.00	2,000.00	Obsolete	Gradution Square		
45	Assorted monitors tfts and old models,keyboards (200pcs),asorted cables	Lot	1	3,000.00	2,000.00	Obsolete	Gradution Square		
46	Assorted broken office chairs leather & fabric	Lot	1	3,000.00	2,000.00	Obsolete	Gradution Square		
47	Assorted plastics; bucket chairs (16pcs),plastic drum 210ltrs(1pc),20ltr jerrycans (9pcs),plastic mop buckets strainers.	Lot	1	1,000.00	500.00	Obsolete	Gradution Square		

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
48	Metallic dust bin covers (122 Pieces)	Lot	1	2,000.00	1,000.00	Obsolete	Gradution Square		
49	Assorted electrical lightings	Lot	1	500.00	300.00	Obsolete	Gradution Square		
50	Assorted broken chairs	Lot	1	1,000.00	500.00	Obsolete	Gradution Square		
51	Assorted used vehicle parts, jerks (3 Pieces) obsolete	Lot	1	15,000.00	10,000.00	Used	Graduation Square		
52	Asorted broken ceramic wares (sinks,asian toilets)	Lot	1	2,000.00	1,000.00	Broken	Graduation Square/Yard		
53	Worn Out Tractor Tyre Size 16.9-28 (1Piece)	Lot	1	400.00	200.00	Used	Graduation Square		
54	Worn out vehicle tyres - 97R 17.5 (7Pieces), 8.5R 17.5 (1Pieces), 10R 17.5 (2Pieces)	Lot	1	500.00	300.00	Used	Graduation Square		
55	Worn out vehicle tyres - 295/80R 22.5 (6Pc),11R 22.5 (2Pcs), 315/80R 22.5 (1Pieces)	Lot	1	450.00	300.00	Used	Graduation Square		
56	Worn out vehicle tyres - 97R 17.5 (3Pcs),265/70R 19.5 (1Pieces)	Lot	1	200.00	100.00	Used	Graduation Square		
57	LT 265/70R16 (2Pcs), LT265/65R17 (2Pcs), LT245/65R17 (1Pcs),LT 265/60R18 (1Pcs),255/60R18 (1Pcs),P265/65R17 (1Pc)	Lot	1	450.00	300.00	Used	Graduation Square		
58	Worn out tyres - LT265/65 R17 (1Piece), LT235/85 R16 (2Pieces),LT 275/65 R17 (1Pieces)	Lot	1	200.00	100.00	Used	Graduation Square		
59	Worn out tyres - 195/65R15 (12Pieces), 195R 14C (5Pieces),	Lot	1	1,000.00	500.00	Used	Graduation Square		

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
60	Worn out tyres - 195R 14C (3Pieces), 195/70R14 (11 Pcs)	Lot	1	750.00	500.00	Used	Graduation Square		
61	Worn out tyres - 155R/12C (1Piece), 235/45R17 (3Piece), 255/40Z18 (1Piece)	Lot	1	250.00	150.00	Used	Graduation Square		
62	Worn out tyres - 205/55R16 (2Pieces), 215/70R16 (1Pieces),215/65/R16 (2Pieces)	Lot	1	250.00	150.00	Used	Graduation Square		
63	Assorted scrap metals	Lot	1	7,000.00	5,000.00	Scrap	Opposite Religious Studies Offices		
64	Broken water tank 10,000 litres	Lot	1	1,000.00	500.00	Broken	Behind Zoology Laboratory		
65	Broken water tank 24,000 litres	Lot	1	15,000.00	10,000.00	Broken	KUCC Annex		
66	Broken water tank 24,000 litres	Lot	1	15,000.00	10,000.00	Broken	KUCC Annex		
67	Broken water tank 5000 litres	Lot	1	2,000.00	1,000.00	Broken	Old Ruwenzori Hostels		
68	Broken water tank 24000 litres	Lot	1	15,000.00	5,000.00	Broken	New Ruwenzori Hostels		
69	Broken water tank 10,000 litres	Lot	1	1,000.00	500.00	Broken	New Ruwenzori Hostels		
70	Broken water tank 10,000 litres	Lot	1	10,000.00	5,000.00	Broken	Lukenya Hostels (3-4)		

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
71	Broken water tank 5000 litres	Lot	1	3,000.00	2,000.00	Broken	Opposite Nyayo footbridge/ along Usambara block 3		
72	Broken water tank 10,000 litres	Lot	1	10,000.00	5,000.00	Broken	Behind Nyayo Kitchen		
73	Broken water tank 10,000 litres	Lot	1	5,000.00	3,000.00	Broken	Behind Nyayo 1 Hostels		
74	Broken water tank 5000 litres	Lot	1	2,000.00	1,000.00	Broken	Behind Menengai Hostel; along Mfumbiro road		
75	Broken water tank 10,000 litres	Lot	1	5,000.00	3,000.00	Broken	Between Old Menengai 4 & 5 Hostels		
76	Broken water tank 24000 litres	Lot	1	15,000.00	10,000.00	Broken	Between Mfumbiro 1 & 2 Hostels		
77	Assorted Metallic drums 100litres	Lot	1	3,000.00	2,000.00	Broken	Transport Yard		
78	Broken water tank 3,000 litres	Lot	1	1,000.00	500.00	Broken	Old Administration		
79	Broken water tank LR 46	Lot	1	500.00	300.00	Broken	Old Administration		

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
80	Vehicle KBJ 510U Toyota Avanza Station wagon, Year of manufacture 2009,1500cc,Grey metallic,No. of passangers 5, Colour Grey-metallic,Date of registration 25/02/2010 (Grounded) Petrol.	Lot	1	290,000.00	150,000.00	Grounded	Transport Yard		
81	Vehicle KAV 266E Nissan X-Trail ,station wagon, Year of manufacturer 2006, 2000cc, silver in colour, No. of passengers 5,Date of registration 04/05/2006 (Grounded) Silver Petrol.	Lot	1	250,000.00	150,000.00	Grounded	Transport Yard		
82	Vehicle KAW 020Z Nissan X-Trail,Station wagon, beige in colour,No. of passengers 5, 2000cc, Date of registration 27/12/2006, Year of Manufacture 2006, Petrol (Grounded)	Lot	1	300,000.00	150,000.00	Grounded	Transport Yard		
83	Vehicle KAG 821F Landcruiser Toyota, station wagon, Year of Manufacturer 1995, Date of registration 193/09/1996, white in colour,2361cc (Grounded)	Lot	1	600,000.00	400,000.00	Grounded	Transport Yard		
84	Vehicle KAV 267E Nissan X-Trail,Station wagon,Date of registration 04/05/2006, 2000cc, Year of manufacturer 2006 (Grounded) Petrol	Lot	1	360,000.00	200,000.00	Grounded	Transport Yard		

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
85	Fire Engine KBT 801N Jianshe Quad Motor Bike, Year of Manufacture 2012,250cc, colour red,date of registration 30/04/2013 (Grounded) Petrol	Lot	1	185,000.00	100,000.00	Grounded	Transport Yard		
86	Lorry Body/ Container	Lot	1	100,000.00	50,000.00	Grounded	Transport Yard		
87	Used Engine Oil	Litres	1	21.00	1,000.00	Used	Transport Yard		
88	Waste Paper including Shredded Paper & Students Transcripts	Kgs	1	25.00	1,000.00	Used	Various Offices		
89	Waste Paper packaging boxes	Kgs	1	5.00	1,000.00	Used	Various Offices		

MOMBASA CAMPUS

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
1	Assorted Scrap metals including 2 metallic gates,1 metallic roller up door, a metallic signage,used ironsheets.	Lot	1	20,000.00	10,000.00	Scrap	Hostels parking Male wing		
3	Obsolete Mattresses 3x6 (46pcs), 2 x 6 (17 pcs)	Lot	1	2,000.00	1,000.00	Used	Lotus Store II		
4	Assorted Metals stainless steel urinals scrap	Lot	1	3,000.00	2,000.00	Scrap	Lotus Store 1		
5	Assorted Ceramics & plumbing materials & 5drums 100litres plastics	Lot	1	300.00	200.00	Scrap	Generator Store Male wing Hostels		
6	Assorted broken door frames & flush doors	Lot	1	2,000.00	1,000.00	Broken	Generator Store Male wing Hostels		

NORTH COAST BEACH HOTEL

Lot No	Item Description	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
1	Assorted linen including hand towels,sheers 27pcs, table tops assorted colours 427pcs,single bedsheet 25pcs,double bed sheets 25pcs,napkins 119pcs,bed variance 4pcs,bed cover 1,pillow cases 36pcs,leso skirting 4pcs	Lot	1	2,000.00	1,000.00	Used	Room 101		
2	Assorted Lg TVS 21" MODELS 21FS6R1/RT21FB55VE/21FS6RGTS/21FE9RGE 92pcs	Lot	1	3,000.00	2,000.00	Obsolete & Beyond Repair	Room 101		
3	Electrolux washing machine 35Kgs broken and beyond repair	Lot	1	10,000.00	5,000.00	Obsolete & Beyond repair	Outside Maintenance Yard		
4	Assorted Metallic Wastes including obsolete Ac machines parts and 2 old dart boards, assorted used tyres 33pcs	Lot	1	3,000.00	1,000.00	Obsolete	Staff Camp Open Store		
5	Assorted ramboo & metallic chairs beyond repair	Lot	1	2,000.00	1,000.00	Obsolete	Staff Camp Open Store		
6	Ice Cream dispenser, vehicle batteries 2 in no,salt shakers,knives,grinder part,fun part,toaster 1pc,water pumps grundfos burnt 2pcs	Lot	1	2,000.00	1,000.00	Obsolete	Staff Camp Open Store		

Disposal of Pigs at Kitui Campus

Lot No	Status /gender and age	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
1	Matured Male KUP 2037 12 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
2	Matured Male KUP 2038 12 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
3	Matured Male KUP 2039 12 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
4	Matured Male KUP 2040 12 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
5	Matured Male KUP 2045 9 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
6	Matured Male KUP 2046 9 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
7	Matured Male KUP 2047 9 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
8	Matured Male KUP 2050 12 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
9	Matured Male KUP 2051 12 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		

Lot No	Status /gender and age	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
10	Matured Male KUP 2052 8 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
11	Matured Male KUP 2053 8 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
12	Matured Male KUP 2054 8 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
13	Matured Male KUP 2055 12 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
14	Matured Male KUP 2058 12 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
15	Matured Male KUP 2059 8 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
16	Matured Female KUP 2060 9 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
17	Matured Female KUP 2061 8 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
18	Matured Female KUP 2062 7 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		

Lot No	Status /gender and age	UOM	Qty	Reserve Price	Deposits	Status	Location	Unit cost	Total cost
19	Matured Female KUP 2063 8 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		
20	Matured Female KUP 2064 8 Months Old	No	1	165 per kilogram live weight	1,000.00	live	Kitui Campus Farm		

1. These items can be viewed at Kenyatta University Main Campus, North Coast Beach Hotel (Kikambala Mombasa),Mombasa Campus and Kitui campus within working hours – 0800Hrs -1700Hrs.
2. The items will be sold and picked at their respective locations.

EVALUATION AND QUALIFICATION CRITERIA

A.	MANDATORY REQUIREMENTS	POINTS
A1	Attach a copy of National Identification Card.	YES/NO
A2	Attach physical address, box number information and mobile numbers. For Individual or Company.	YES/NO
A3	Attach copy of the Kenyatta University receipt for the deposit paid.	YES/NO
A4	Bidders MUST fill Self-declaration forms (SD1 & SD2) attached on pages 27 &28.	YES/NO

Note:

- Items will be awarded to the **Highest Evaluated Bidder**.
- The items shall be sold at their respective locations

The Deposit(s) must be done to the Account as detailed below.

Name of Account Holder: **KENYATTA UNIVERSITY** Name of the Bank: **NATIONAL BANK OF KENYA**

Branch Name: **RUIRU BRANCH** and City: **NAIROBI** Account Number: **0100359150800**

Banking correspondent (If any)

Name of Tenderer.....

Name of Authorized official.....

Signature` ..... `Date.....

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots she/she wishes.
- 1.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 1.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days. Failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 1.4 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.
- 1.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment, failure to which storage charges will be charged as indicated in the appendix to Conditions of Tender.
- 1.6 The Procuring Entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the Procuring Entity.

SECTION IV - STANDARD FORMS

Note on Standard Forms

The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

1. Form of Tender

Date:.....

To:

Tender No.....

.....
[Name and address of Procuring Entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of.....
[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Items and Prices attached here with and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
3. We agree to adhere by the tender price for a period of....[number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price	Total Tender Price	Required Deposit
1						
2						
3						
4						
5						

Dated this _____ day of _____ 20_____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part 1 – General

Business

Name.....

Location of business Premises... .. Plot

No..... Street/Road..... Postal Address... .. Tel

No..... Nature of

business..... Current Trade License

No..... Expiring date.....

Maximum value of business which you can handle at any one time Kenya

shillings..... (In words).....

Name of your Bankers Branch

.....

Part 2 (a) – Sole Proprietor or Individual

Your Name in full Age

.....

Nationality Country of origin

.....

Citizenship details (*ID and or Passport Number*).....

.....

Name... ..and

signature.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.			
----	-------	-------	-------

2.			
----	-------	-------	-------

3.			
----	-------	-------	-------

.....

[Name, Designation and Signature of Tenders Representative in the Company]

Name.....

Designation.....

.

Signature and Company stamp or

Seal.....

Part 2 (c) - Registered Company (Private or Public)

State the nominal and issued capital of company - Nominal Kshs.....
- Issued Kshs.....

Given details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5			
..... ETC.			

[Name, Designation and Signature of Tenders Representative in the Company]

Name
.....
Designation
.....
Signature and Company stamp or
Seal.....

Date

6 Tender deposit commitment Declaration Form

Tender No..... (As per tender documents)

As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows:-

ITEM No. or Lot No.	Item Description	Deposit (Kshs.)	Receipt No. and Date
1			
2			
3			
4			
5			

Authorizing Official _____
(Name)
Designation _____
(Signature)

Date

SELF-DECLARATION FORMS

FORM SD1

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE
MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I,....., of Post Office Box.....being a resident of
..... in the Republic of.....do hereby make a
statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of
..... (Insert name of the Company) who is a Bidder in respect of **Tender
No.**
..... for..... (Insert tender title/description) for.....
(Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from
participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....

.....

..... (Title) (Signature)

(Date)

Bidder's Official Stamp

FORM SD2

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY
CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box.....being a resident
of.....
..... in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director
of.....
..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No.**.....
for
..... (*Insert tender title/description*) for (*Insert name of the
Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or
fraudulent practice and has not been requested to pay any inducement to any member of the Board,
Management, Staff and/or employees and/or agents of.....(*insert name of the
Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement
to any member of the Board, Management, Staff and/or employees and/or agents of
..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other
bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....
.....
..... (Title) (Signature)
(Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of (*Name of the Business/ Company/Firm*)..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized
signatory.....

Sign.....
.

Position.....
...

Office
address.....Telephone.....
..... E-mail.....
Name of the Firm/Company.....
Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....
.....

Sign.....
Date.....

LETTER OF NOTIFICATION OF AWARD

[Letter head paper of the Procuring Entity] [Date]

To: [name and address of the Contractor] This is to notify you that your Tender dated [date] for the purchase of the items and at prices listed on the table below is here by accepted by (Name of Procuring Entity).

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	Description of Item	Total Quantity	Unit price	Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				xxxxxx

Authorized

Signature:.....

Name and Title of

Signatory:.....

Name of Procuring

Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(To be signed by the Purchaser)
[Letterhead paper of the Procuring Entity] [Date]

To: *[name and address of the Purchaser]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by *(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	Description of Item	Total Quantity	Unit price	Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				XXXXX

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity:.....
Officer(s) to be contacted

Name of Officer _____

Postal Address _____

Telephone Number _____

email Address _____

Physical Address (City, Street, Building, Floor number and room number)

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not:

- a) Return this letter signed within 14 days; or
- b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the items we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser

Authorized Signature: _____ Date _____

Name and Title of Signatory

REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for..... (Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address..... P. O. Box No..... Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary